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FACULTY OF SCIENCE

SCHOOL OF OPTOMETRY AND VISION SCIENCE

OPTM6423

THERAPEUTICS & POSTERIOR EYE

Term 3, 2019

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Faculty of Science - Course Outline

1. Information about the Course

NB: Some of this information is available on the UNSW Handbook[1]

Year of Delivery	2019
Course Code	OPTM6423
Course Name	Therapeutics and Posterior Eye
Academic Unit	School of Optometry and Vision Science
Level of Course	4th UG core
Units of Credit	6UOC
Session(s) Offered	Term 3
Assumed Knowledge, Prerequisites or Co-requisites	Prerequisite: OPTM4151 Co-requisite: OPTM4231
Hours per Week	Up to 4 hours per week (face to face)
Number of Weeks	10 weeks
Commencement Date	Week 1: 16th September 2019

Summary of Course Structure (for details see 'Course Schedule')

Component	HPW	Time	Day	Location
Lectures				
Online Lectures	Up to 2	Throughout semester		Available on Moodle
Face to face lecture 1	2	9am to 11am	Mon	Rupert Myers Theatre
Practical / PBL Short Cases	2 (Wks 6,7,8,9,10)			
Practical – Group 1		10am to 12 noon	Tues	OMB LG21
Practical – Group 2		4pm to 6pm	Tues	OMB LG21
Practical – Group 3		4pm to 6pm	Thurs	OMB LG21
Practical – Group 4		10am to 12 noon	Fri	OMB LG21
Tutorials	2 (Wk 2,3,4,5)	11am to 1pm	Fri	Mathews 103
TOTAL				

Special Details	Please note: Lecture and practical times may change and will be advised through announcements in class and on Moodle. Please remember to check for changes frequently. Absence for Exams: • advise the School immediately by ringing 9385-4639 • advise Registrar within 3 days of completion of the test (see university rules below)

2. Staff Involved in the Course

Staff	Role	Name	Contact Details	Consultation Times
Course Convenor		Dr Nicole Carnt	n.carnt@unsw.edu.au	During class times or email for appointment
Additional Teaching Staff	Lecturers & Facilitators	Dr Jerome Ozkan		During class times or email for appointment
	Tutors & Demonstrators	Mr Daniel Tilia		During practical
		Dr Angelica Ly		During practical
		Ms Nerida Wu		During practical

[1] UNSW Online Handbook: http://www.handbook.unsw.edu.au

3. Course Details

Course Description[2] (Handbook Entry)	The scope of the course includes diseases of the vitreous body, posterior uvea, retina, optic nerve and visual pathway; macular degeneration and diabetic retinopathy; glaucoma; epidemiology and clinical trials of glaucoma and posterior eye disease; differential diagnosis; glaucoma imaging; glaucoma progression analysis; new diagnostic tools (e.g. scanning laser topography, scanning laser polarimetry, angiography, optical coherence tomography, reflectometry, retinal blood flow analysis); management strategies to include both current and future therapeutic approaches, influence of therapy on disease course, iatrogenic disease and ocular manifestations of systemic diseases; management of headaches and sudden vision loss; management of chronic disease, referral criteria and surgical management; prescription writing, record keeping, liaising with other health care professionals; legal framework and obligations, ethics, co-management.
Course Aims[3]	To provide an in-depth understanding of the therapeutic and non-therapeutic management of posterior segment eye disease and the role of the optometrist in this process.
Student Learning Outcomes[4]	Students are expected to demonstrate understanding and competence in specific areas described in the Optometry Australia Entry-Level Competency Standards for Optometry 2014. By the end of this course, you will be able to: 1. Design, develop and revise a management plan for selected ocular diseases (acute, chronic, vascular, genetic, infectious and other miscellaneous conditions of the posterior eye, glaucoma) based on a sound understanding of the signs, symptoms, underlying pathology, laboratory results, epidemiology and the health status and history of the patient for conditions which may require either pharmacological or non-pharmacological treatment or intervention. (ELC 1.1, 1.2, 1.3, 1.10, 1.12, 3.1, 3.2, 3.3, 3.8, 4.1, 4.2, 4.9, 4.11) 2. Understand the legal ramifications of national registration, the NSW law and OBA and ORB guidelines as they pertain to the prescribing of S4 drugs by optometrists. Recognise circumstances in which referral for specialist medical treatment is required and understand emergencies and serious complications that may be associated with glaucoma and posterior eye disease and their treatment, so that these can be identified and managed promptly. This will also include the reporting of notifiable diseases and infection control. (ELC 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 1.10, 4.9, 4.11, 4.13) 3. Be able to define and discuss the pharmacology, complications, side effects, efficacy and cost of ocular drugs used in the treatment of posterior eye disease and interactions between ocular and systemic drugs and how to avoid and manage complications (ELC 4.9) 4. Be in a position to plan and execute appropriate shared care arrangements for their patients, including being able to recognise the legal and ethical implications of such arrangements and interactions with other health care providers (ELC 1.2, 1.3, 1.4, 1.5, 1.6, 1.9, 4.11, 4.13) 5. Locate and critically evaluate high quality current information on glaucoma and posterior eye disease and their management. (ELC 1.1, 1.2) 6. Integrate knowledge gained in previous courses (Pharmacology for Optometry, Ocular Therapeutics 4A, Ocular Diseases 3A & 3B) and the current course (OPTM4251).

Graduate Attributes Developed in this Course[5]

Science Graduate Attributes[5]	**Select the level of FOCUS** *0 = NO FOCUS* *1 = MINIMAL* *2 = MINOR* *3 = MAJOR*	**Activities / Assessment**
Research, inquiry and analytical thinking abilities	*3*	Through lectures, tutorials and practical PBL case discussions, you will develop competence and discipline specific knowledge, critical analysis and problem solving ability in appropriate diagnosis and management of those conditions amenable to optometric management. You will be assessed through MCQ, short-answer questions, and the scenario-based assessment in the written exam as well as through your answers and participation in tutorials and practical /short PBL discussions.

[2] UNSW Handbook: http://www.handbook.unsw.edu.au
[3] Learning and Teaching Unit: Course Outlines
[4] Learning and Teaching Unit: Learning Outcomes
[5] Contextualised Science Graduate Attributes: https://www.science.unsw.edu.au/our-faculty/science-graduate-attributes

Capability and motivation for intellectual development	**3**	During case discussions, you will plan therapeutic management of patients, including the designing, implementing and reviewing appropriate management programmes according to best practice. This will be evident through your involvement in practical / short PBL sessions and depth of understanding and critical analysis demonstrated in tutorial discussions.
Ethical, social and professional understanding	2	Professional understanding is of primary importance for the successful therapeutic and non-therapeutic management of ocular diseases. You will develop an awareness of the role of optometry in the co-management of disease through readings and facilitated discussions.
Communication	2	You will be required to discuss practical / short PBL cases and compulsory readings in small groups and present findings to the rest of the class. Written communication will also be assessed through the final examination.
Teamwork, collaborative and management skills	3	Practical / short PBL cases will be managed in small groups of a minimum of 2 students. This will require you to develop and use teamwork and collaborative management skills.
Information literacy	**3**	This course requires sourcing of the best evidence in disease diagnosis and management. Information literacy will be evidenced through your practical / short PBL presentations and through scenario-based questions in the final examination.
	Proficiency with the English language is expected and assessable throughout the program as this is a competency required in any area of employment in Australia. Overseas students are not exempt, as our professional degree is often used subsequently to facilitate access as a resident in our country.	
	This course directly addresses your preparation for the Optometry Australia Entry-Level Competency Standards for Optometry 2014 (Clin Exp Optom 2015; 98(1): 65-89).	

Major Topics (Syllabus Outline)	Indication, contraindications, precautions, ocular side-effects and systemic side-effects of anti-glaucoma and miscellaneous drugs for use in ophthalmic practice. Therapeutic and non-therapeutic management of diseases of the visual pathways, posterior uvea, optic nerve and retina. Care and management of the glaucoma, diabetic and age-related macular degeneration patient. Management of headaches and sudden vision loss. Emergency management of acute angle-closure glaucoma.
Relationship to Other Courses within the Program	Optometry has a central role in the detection and management of ocular disease in the community, and more recently in the treatment of ocular diseases. This course is a key part of the overall Optometry program and is an essential pre-requisite to Clinical Ocular Therapeutics (OPTM5151 and OPTM5251). The management of ocular diseases is a core component of primary eye care and of optometric practice. Ocular therapeutics also links with Diseases, Physiology, Pharmacology and Principles of Medicine and forms an important basis for Clinical Optometry.

4. Rationale and Strategies Underpinning the Course

Teaching Strategies	The course consists of a 10 week blended program delivered through a combination of online and face to face lectures. This is supported by 4x face to face small group tutorials focusing on critical review of key seminal papers for the profession of Optometry. In the second half of the course, 5 two-hour practical / short Problem-Based Learning (PBL) small group sessions are also conducted where students learn to apply and integrate their learnings. The Teaching Strategies are the ways in which the Learning Outcomes will be achieved. To maximise learning effectiveness, a number of strategies are used in this course to encourage critical thinking and deep learning of the topics and issues. This course consists of a combination online and face to face didactic, tutorials and small group problem-based learning. Throughout this course we will use: • the course content to develop clinical management strategies • Problem-Based Learning (PBL) cases to consolidate and evaluate content knowledge and clinical management skills and assess your ability to source and select “best practice” material on the internet • facilitated lectures and tutorials to help you to apply the material taught in the course in practice

	• facilitated tutorials to further develop your ability to critically review recent clinical trials and ophthalmological information • invited lecturers to develop multi-disciplinary management strategies and discuss broader issues relating to disability, public health, and co-management The Moodle component of this course provides access to the majority of the course notes, compulsory and optional readings, useful on-line resources, additional case reports and a venue for optional student on-line discussions.
Rationale for learning and teaching in this course[6,7]	This course is intended to facilitate the development of skills in problem solving ability, clinical management, examination and diagnosis. Problem-based learning (PBL) is a tool increasingly being utilised in the training of health professionals. It aims to stimulate a more active learning process whereby students seek out the information required to understand and solve a clinical problem and discuss their proposed management in small group format with staff taking on the role of facilitators of learning.

[6] Reflecting on your teaching
[7] https://teaching.unsw.edu.au/guidelines

5. Course Schedule OPTM6423 for 2019

Some of this information is available on the Online Handbook[1] and the UNSW Timetable[2].

Week	Lectures (Mon 10-12pm, OMB rm229,K15)	Pre-recorded Lectures (Moodle)	Tutorials (Mathews 103) Friday 11am-1pm	Practicals (OMB LG21) TBC Tuesday 10am-12noon Tuesday 4-6pm Thursday 4-6pm Friday 10am-12noon	Assignment and Submission dates (see also 'Assessment Tasks & Feedback')
Week 1 (16-20 Sept)	PRECEPTORSHIP-NO LECTURE	Macula disorders Managing Glaucoma Background: OCT imaging (CfEH lecture)			
Week 2 (23-27 Sept)	AMD (Dr Michael Chilov)		Tutorial 1 AMD		
Week 3 (30 Sept-4 Oct)	Glaucoma Drugs (Melinda Toomey)		Tutorial 2 Glaucoma Natural History		
Week 4* (7-11 Oct) NB: public holiday 7 Oct	No lecture-Public Holiday		Tutorial 3 Glaucoma Management		
Week 5 (14-18 Oct)	Retinal Signs (Dr Simon Chen)		Tutorial 4 Diabetic Retinopathy		
Week 6 (21-25 Oct)	Vascular Disease & Diabetes (Paula Katalinic)	Side-effects of systemic drugs Headaches and Vision Loss		Practical 1 Diabetic Retinopathy	EXAM
Week 7 (28 Oct-1 Nov)	Medical Retina (Dr Simon Chen)			Practical 2 AMD	
Week 8 (4-8 Nov)	LECTURE IS 8-11am (ie 3 hours) POW Ophthalmology: Part A: Glaucoma POAG, OHT, secondary glaucoma – case therapy presentations Part B: Closed angle attack and overview of glaucoma surgery (Dr Katherine Masselos)			Practical 3 Glaucoma 1	
Week 9 (11-15 Nov)	POW Ophthalmology: Neuro-ophthalmology (Dr Jen Sandbach)		NO TUTORIALS	Practical 4 Glaucoma 2	
Week 10 (18-22 Nov + Mon 25 Nov.	Revision (Dr Nicole Carnt and A/Prof Michele Madigan)	Other Lectures as advised on Moodle	NO TUTORIALS	Practical 5 Neuro-ophthalmology	
			NO TUTORIALS		

*NB: As stated in the UNSW Assessment Policy: 'one or more tasks should be set, submitted, marked and returned to students by the mid-point of a course, and a formative assessment no later than the Census Date for the term at end of Week 4 of a 10-week session'

[1] UNSW Virtual Handbook: http://www.handbook.unsw.edu.au
[2] UNSW Timetable: http://www.timetable.unsw.edu.au/

Course objectives:

1. Design, develop and revise a management plan for selected ocular diseases (acute, chronic, vascular, genetic, infectious and other miscellaneous conditions of the posterior eye. glaucoma) based on a sound understanding of the signs, symptoms, underlying pathology, laboratory results, epidemiology and the health status and history of the patient for conditions which may require either pharmacological or non-pharmacological treatment or intervention.
2. Understand the legal ramifications of the NSW law and OBA guidelines as they pertain to the prescribing of S4 drugs by optometrists. Recognise circumstances in which referral for specialist medical treatment is required and understand emergencies and serious complications that may be associated with glaucoma and posterior eye disease and their treatment, so that these can be identified and managed promptly. This will also include the reporting of notifiable diseases and infection control.
3. Be able to define and discuss the pharmacology, complications, side effects, efficacy and cost of ocular drugs used in the treatment of posterior eye disease and interactions between ocular and systemic drugs and how to avoid and manage complications
4. Be in a position to plan and execute appropriate shared care arrangements for their patients, including being able to recognise the legal and ethical implications of such arrangements and interactions with other health care providers
5. Locate and critically evaluate high quality current information on posterior eye disease and their management.
6. Integrate knowledge gained in previous courses (Ocular Diseases 3A & 3B, Pharmacology for Optometry, Ocular Therapeutics 4A) and the current course (OPTM4251).

6. Assessment Tasks and Feedback[10]

Task	Knowledge & abilities assessed	Assessment Criteria	% of total mark	Date of		Feedback		
				Release	Submission	WHO	WHEN	HOW
MCQ / short answer exam	Professional understanding, research inquiry, professional accreditation attributes, assessing evidence, critical analysis, written communication skills	Accurate response	20%	Week 6: Mon 21 Oct 12-1pm	Week 6: Mon 21 Oct 12-1pm	Dr Carnt	Approx. 2 weeks after	Marks
Tutorials	Research, inquiry, and analytical thinking, critical analysis, verbal communication skills	Participation, evidence of high level critical analysis, ability to communicate verbally, ability to listen, peer review	10%	Wks 2,3,4,5	Immediate	Dr Carnt,	Approx. 2 weeks after	Verbal, Marks
Practical / Short PBL Cases	Research, inquiry, and analytical thinking, critical analysis, assessing evidence, communication skills (verbal and written), teamwork	Marks are allocated for accuracy of diagnosis, differentials, safety, appropriateness and comprehensiveness of proposed management, prognosis, ability to source and select the most appropriate references,	15%	Weeks 6,7,8,9, 10	Immediate	Dr Carnt other facilitator(s)	Approx.2 weeks after	Written, marks

		clarity and succinctness of presentation (verbal or written)						
Final exam	Research inquiry, critical analysis, assessing evidence, written communication skills	Accurate response	55%	December examination period	Immediate	Dr Carnt / Exams	Late December	Exams Section Notification

IMPORTANT: **Assessments may cover *ANY* part of the course unless otherwise clearly specified. In addition, assessment may cover any aspect of assumed knowledge specifically or indirectly, most particularly gained in Ocular Diseases 3A & 3B and Ocular Therapeutics 4A.**

1. Mid-term Multiple Choice Question (MCQ)/ Short Answer exam: The Mid Term Exam will be held on Monday 21 October and will last approximately 1 hour; the exact time and location of the exam will be confirmed on Moodle. The exam will be a comprehensive review of ALL the material covered in the session so far including prescribed readings and pre- recorded material posted on Moodle. Aspects of assumed knowledge may be specifically or indirectly assessed, most particularly knowledge gained in Ocular Therapeutics 4A, Ocular Diseases 3A & 3B and basic ocular anatomy and physiology. Exam questions will be in the format of multiple choice questions and short answers. **Attendance at the mid-term is compulsory**.

2. Tutorials: Large group tutorials will be conducted on two occasions during session (Weeks 2, 3, 4,5). The class will be divided into groups. You will be provided with a specific reading list for each of these tutorials. You are expected to critically review this material and come to the tutorial prepared to discuss your assessment of the relevance, significance, and quality of the literature you have reviewed with your peers. A tutor will attend part of each group discussion and facilitate the process. You will be assessed on your overall level of participation in these (including your ability to listen and communicate respectfully with peers) as well as on your demonstration of high level critical analysis of the literature by your tutors and your peers. **Attendance at these four tutorials is compulsory**.

3. Practical / Short PBL cases: Practical classes are held at five times during session (Week 6,7,8, 9, 10). The class has been divided into four groups and each group assigned practical classes times. These are held in the OMB computer laboratory located at LG21. In groups of two, students will be allocated cases (anonymised patient records) to work on. This will typically contain presenting symptoms, history findings and key examination findings. Students will have one hour to review the case information provided and agree on a proposed diagnosis and management strategy. Using textbook, electronic databases, scientific journals and the internet, students are to ensure that their proposed management strategy reflects the latest evidence-based treatment for the condition they have diagnosed. During the second hour, a number of groups (3 on average), selected randomly, will present their findings to the rest of the class, justifying their diagnosis and proposed management and answer questions from their peers and lecturers. A group mark will be assigned for each team. **Attendance at these five practicals is compulsory**.

4. Final exam: The final exam will last approximately 2 hours and will be a comprehensive review of **ALL** material covered in this session. The exam may be a combination of multiple choices, script writing questions and long essay questions. You **MUST** pass the end of session examination to pass this course (i.e. get a mark of more than 50% for this final test). If you score less than 50% in the End of Session examination, then your coursework mark will **NOT** be included in your final grade. The grade you will receive in this case will be your mark from the End of Session examination. This assessment will help you develop an ability to engage in independent and reflective learning, an ability to integrate the breadth of ocular therapeutic information into a useful clinical practice tool, and help ensure that you are competent to proceed into Clinical Ocular Therapeutics in the 5th year of the Optometry course.

You **MAY BE** awarded a supplementary exam if your competency is in doubt AND / OR your personal circumstances during session and/or the exam period satisfy the usual UNSW criteria for special consideration (see Section 10 below).

[10] Approaches to assessment: https://teaching.unsw.edu.au/assessment

7. Additional Resources and Support

Text Books	Prescribed textbook: 1. Ehlers JP and Shah CP. **"*The Wills Eye Manual*"** Lippincott Williams & Wilkins, 6th edition, 2012. Available as an EBook through the UNSW Library. 2. Pane A, Burdon M, Miller NR. "The Neuro-Ophthalmology Survival Guide", Mosby Elsevier, 2006. These textbooks contain up-to-date information on the differential diagnosis and therapeutic management of ocular diseases including neuro-ophthalmological disease and will provide an excellent everyday resource in your clinical practice. You can purchase these books through the UNSW bookshop. Copies are held at the UNSW library. A copy of The Wills Eye Manual is also available as an EBook through the UNSW library (Books@Ovid). The following are recommended textbooks rather than prescribed: 3. Pharmaceutical Society of Australia. ***"Australian Medicines Handbook 2017"***. Adelaide, 2017.Available as an EBook through the UNSW Library. 4. Bryant B, Knights K. **"Pharmacology for Health Professionals"**. 4th edition, 2015. A copy is held at the UNSW library. 5. Bruce AS & Loughnan MS. **"*Anterior Eye Disease and Therapeutics*"**, Butterworth-Heinemann, 2nd edition, 2011. A copy is held at the UNSW library. 6. Bruce AS, O'Day J, McKay D, Swann PG. '***Posterior Eye Disease and Glaucoma'***, Elsevier Butterworth-Heinemann Publishers, 1st edition, 2008. A copy is held at the UNSW library. 7. Kumar V et al. **"Robbins and Cotran Pathologic Basis of Disease"**, Professional Edition, Elsevier, 9th edition, 2014. Available as en EBook through the UNSW library. 8. Kanski J & Bowling B. **"*Clinical Ophthalmology: A systematic approach: Expert Consult'***, Elsevier Butterworth-Heinemann Publishers, 7th edition, 2011. A copy is held at the UNSW library. 9. Onofrey B, Skorin L, Holdeman NR. **"Ocular Therapeutics Handbook: A Clinical Manual"**, Lippincott Williams & Wilkins, 2nd edition, 2005.
Course Manual	Copies of presentations will be made available on Moodle whenever possible. (N.B.: Some guest lecturers may choose not to provide this)
Required Readings	Compulsory and optional readings as specified by the lecturers throughout the session will be listed on Moodle and provided when not accessible on-line through the UNSW library. Compulsory readings include but are not be limited to: 1. Optometry Board of Australia. ***Optometry Guidelines for use of scheduled medicines***. Available at http://www.optometryboard.gov.au/Policies-Codes-Guidelines.aspx. 2. NHMRC (National Health and Medical Research Council). ***NHMRC Guidelines for the screening, prognosis, diagnosis, management and prevention of glaucoma 2010***. Available at: http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/cp113_glaucoma_120404.pdf 3. NHMRC (National Health and Medical Research Council). ***NHMRC Guidelines for the management of diabetic retinopathy 2008***. Available at: http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/di15.pdf Moodle Latest News block for OPTM6423_4251 is an essential port of call every day or two. Announcements from staff to the whole class will be made through this medium for any changes, last minutes updates, additional compulsory readings, etc. Zmail will only be used for personal messages to individual students.
Additional Readings	Compulsory and optional readings as specified by the lecturers throughout the session will be made available on Moodle when not accessible on-line through the UNSW library.
Recommended Internet Sites	Moodle will be used for: • Pre-recorded lectures and/or pdf files of powerpoint presentations, podcast and other self-directed materials for you to cover each week • Lists of compulsory and optional readings available through the UNSW library (please contact your course convenor if you experience difficulties accessing any of these) • *Latest News* of anything relating to this course not mentioned in lectures

	• Course info/latest timetable: any course administration handouts are sitting here in .pdf format. • Interesting links: URL links for sites connected with course topics • Discussion Q&A's: a discussion forum for you to ask each other course-related questions and learn from your peers • Gradebook: where assignment grades will be conveyed
Societies	The following societies have useful resources for you to consult on their websites: 1. Optometry Registration Board of Australia (http://www.optometryboard.gov.au) 2. Optometry Australia (National Office) (http://www.optometrists.asn.au/) 3. Optometry Council of Australia and New Zealand (http://www.ocanz.org/) 4. American Optometric Association Clinical Practice Guidelines (http://www.aoa.org/x4813.xml) 5. American Ophthalmology of Optometry Preferred Practice Pattern Guidelines (http://one.aao.org/CE/PracticeGuidelines/PPP.aspx) 6. Pharmaceutical Benefits Scheme (www.pbs.gov.au) 7. Evidence-Based Optometry website (www.eboptometry.com) 8. The Centre for Eye Health (http://www.centreforeyehealth.com.au/)
Computer Laboratories or Study Spaces	N/A

8. Required Equipment, Training and Enabling Skills

Equipment Required	None required.
Enabling Skills Training Required to Complete this Course	Skills beyond ELISE level online information literacy are expected. Go to UNSW Library/Online Training/LOIS and complete the complete series of tutorials. Evidence-based practice skills are expected. Go to www.eboptometry.com for help if needed. Those with poor English skills (relating to writing, oral delivery, grammar, expression) should visit the Learning Centre for help before it is too late.

9. Course Evaluation and Development

Student feedback is gathered periodically by various means. Such feedback is considered carefully with a view to acting on it constructively wherever possible. This course outline conveys how feedback has helped to shape and develop this course.

Mechanisms of Review	Last Review Date	Comments or Changes Resulting from Reviews
Major Course Review		This course was run for the first time in Session 2, 2009. Significant changes were made to the course format in 2010 based on feedback from students as well as debrief sessions held with lecturers and facilitators for the course. These changes include the introduction of (1) group tutorial discussions on key seminal papers for the field and (2) short virtual case studies held in real time in the computer laboratory.
CATEI[11]		Overall student satisfaction was very high for this course in 2010 and above School and Faculty average. In general, students felt that the tutorials and virtual case studies were very valuable in helping them to integrate learning from the course and prepared them well for dealing with "real life" patients in their clinical training. Students expressed a desire for more timely and regular feedback. The changes to the course format will be maintained in 2015 but marking criteria has been made clearer and group feedback will be provided more rapidly after completion of each virtual case practical session so that students can better gage their individual performance and progress in the course.
Other		Informal feedback will be continuously sought from students throughout the course of the semester and acted upon whenever possible.

[11] **CATEI process:** https://teaching.unsw.edu.au/catei

10. Administration Matters

Expectations of Students	**Attendance** It is recommended that you attend all lectures. It is expected that you will attend ALL tutorials and practicals. Class tutorials / practicals: A mark of 0% will be entered for any student absent for whatever reason. Exemption from classes/exams can only be granted by the Registrar (see below). Exams: a. advise the School immediately by ringing 9385-4639. b. advise the Registrar within 3 days of completion (see university rules and Section 9 below). **Email** The University uses email as an official form of communication for students. All UNSW students have their own email account. The School of Optometry and Vision Science will also make use of this form of communication. It is extremely important that you know how to use your Zmail and ensure that you check it regularly. You are advised to link your official UNSW email address to your habitual email address (e.g. hotmail). You will miss out on vital information from the School and University if you do not check your Zmail. For more information or if you are having connection or access problems, see: IT Service Centre www.it.unsw.edu.au/ Telephone: 02 9385 1333 Email: itservicecentre@unsw.edu.au **Participation in Classes** Silence: is required at times during lectures, please acquire the art of listening. No mobile phones. No audio/video recording without prior consent of lecturer. Asking questions during lectures is encouraged. No eating. No other coursework.
Assignment Submissions	Assignments should be submitted via Moodle (electronic submission). This includes completed laboratory reports and logs which should be scanned/photographed and submitted via Moodle. If your assignment requires submission of a pair of glasses/contact lenses, these may be submitted via the Assignment submission box at the Student Enquiry office (North Wing, Rupert Myers Building, Room 3.003), however the accompanying report should be submitted via Moodle. Marked assignments can be collected from the: • School Enquiry office **during counter opening hours**. You must show a valid student card to do this. The School Policy on Submission of Assignments (including penalties for late assignments) and the Assignment Attachment Sheet are available from the School office (RMB3.003) and the School website at: http://www.optometry.unsw.edu.au/current/policies-and-procedures

Work Health and Safety[12]	Information on relevant policies and expectations is provided during General Safety Induction training. A copy of the Induction booklet distributed at this training is available from the School of Optometry and Vision Science office (RMB3.003) and the School website at: http://www.optometry.unsw.edu.au/whs/work-health-and-safety
Assessment Procedures	**SCHOOL OF OPTOMETRY AND VISION SCIENCE, UNSW** **SUPPLEMENTARY EXAMINATION INFORMATION, 2017**

[12] UNSW OHS Home page

UNSW Assessment Policy[13]	There are two circumstances whereby a supplementary examination may be granted: **COMPETENCY IN DOUBT** Students whose competency level is in doubt after the final examination(s) may be eligible to sit a supplementary examination in the course(s) concerned. **SPECIAL CONSIDERATION** On some occasions, sickness, misadventure or other circumstances beyond your control may prevent you from completing a course requirement, such as attending a formal end of semester examination. In these cases you may apply for Special Consideration. To do this you must make formal application for Special Consideration for the course/s affected as soon as practicable after the problem occurs and **within three working days of the assessment to which it refers**. The application must be made via Online Services in myUNSW. Log into myUNSW and go to My Student Profile tab > My Student Services > Online Services > Special Consideration. Submit the application (including supporting documentation) to UNSW Student Central. **Special Consideration - Pre-Existing Conditions** Many conditions that are the subject of special consideration applications are pre-existing and could be used repeatedly to gain examinations at a later date. These include conditions aggravated or triggered by the stress of the assessment. With the help of your doctor and/or other health care practitioners, steps can be taken ahead of the assessment time to minimise or avoid the consequences of these conditions. When applying for special consideration on the basis of a condition that was already known to be a problem for you and which you have already used as the basis for a special consideration application, the School will require you to provide a certificate that details the preventative measures taken and why they were not successful. This will then be taken into account when considering the application. Absence from a final examination is a serious matter, normally resulting in a Fail (FL) grade. **If you are medically unfit to attend an examination, YOU MUST CONTACT THE SCHOOL DIRECTLY ON THE DAY OF THE EXAMINATION TO ADVISE OF THIS** (telephone 02 9385 4639, email: optometry@unsw.edu.au). You must also submit a Request for Special Consideration application as detailed above. You are reminded that supplementary examinations are not granted lightly or automatically. Eligibility for supplementary examinations, for both of the above situations, is determined by the School Examination Committee, which meets soon after the formal examination period has ended. You cannot "apply" for a supplementary examination, so please do not contact the School or Course Controllers to request a supplementary examination. **It is the responsibility of the student to consult the web site or noticeboard to ascertain whether they have supplementary examinations. This information WILL NOT be conveyed in ANY other manner. Interstate, overseas or any other absence cannot be used as an excuse.** This information will be available on the School web site at http://www.optometry.unsw.edu.au (do not confuse the School website with the myUNSW website) and posted on the notice board on Level 3. This information will be available as soon as possible after the School Examination Committee meeting. **SUPPLEMENTARY EXAMINATIONS FOR 2017 WILL BE HELD AS FOLLOWS:** **FOR Term 3:** • **STAGE 1-4* COURSES: end of December or early January (TBA)** Supplementary examinations will be held at the scheduled time only. If students who are granted supplementary examinations do not attend, a failure will be recorded for that course. **Students should not make travel arrangements, or any other commitments, before establishing whether or not they have supplementary examinations. Ignorance of these procedures, interstate, overseas or any other absence will not be accepted as an excuse. But usual Special Consideration for illness still applies.**

[13] UNSW Assessment Policy
[14] Student Complaint Procedure

	If additional assessment is not scheduled, this does NOT indicate whether or not a student has passed or failed the course. Results will be received in the usual way. Please do not contact the School in this regard. Please note the above applies to OPTM and VISN courses only. Any information on supplementary examinations for servicing courses (e.g. CHEM****) is the responsibility of the School conducting the course. * Stage 4 includes courses in the first year of the MClinOptom program. **School of Optometry and Vision Science, UNSW,**		
Equity and Diversity	Those students who have a disability or are dealing with personal circumstances that affect their study that requires some adjustment in their teaching or learning environment are encouraged to discuss their study needs with the course Convenor prior to, or at the commencement of, their course, or with the Equity Officer (Disability) in the Equity and Diversity Unit (9385 4734 or http://www.studentequity.unsw.edu.au/). Issues to be discussed may include access to materials, signers or note-takers, the provision of services and additional exam and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.		
Student Complaint Procedure[14]	**School Contact**	**Faculty Contact**	**University Contact**
	Prof. Helen Swarbrick h.swarbrick@unsw.edu.au Tel: 9385 4373	A/Prof Janelle Wheat Deputy Dean (Education) j.wheat@unsw.edu.au Tel: 9385 0752 Or Dr Gavin Edwards Associate Dean (Academic Programs) g.edwards@unsw.edu.au Tel: 9385 4652	Student Integrity Unit (SIU) Telephone 02 9385 8515, email studentcomplaints@unsw.edu.au

[15] University Counselling and Psychological Services

11. UNSW Academic Honesty and Plagiarism

What is Plagiarism?

Plagiarism is the presentation of the thoughts or work of another as one's own.
*Examples include:

- direct duplication of the thoughts or work of another, including by copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement;
- paraphrasing another person's work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor; and
- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.†

For the purposes of this policy, submitting an assessment item that has already been submitted for academic credit elsewhere may be considered plagiarism.

Knowingly permitting your work to be copied by another student may also be considered to be plagiarism.

Note that an assessment item produced in oral, not written, form, or involving live presentation, may similarly contain plagiarised material.

The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does *not* amount to plagiarism.

The Learning Centre website is main repository for resources for staff and students on plagiarism and academic honesty. These resources can be located via:

https://student.unsw.edu.au/plagiarism

The Learning Centre also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in:

- correct referencing practices;
- paraphrasing, summarising, essay writing, and time management;
- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre.

Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

* Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle
† Adapted with kind permission from the University of Melbourne